

**HIGHLANDS RECREATION DISTRICT BOARD MEETING**  
**Tuesday, June 10, 2014**

Attendants:

BOARD-

Pam Merkadeau (PM)  
Michelle McNeil (MM) (arrived at 7:07 PM)  
Johanna Anton (JA)  
Absent: Hal Carroll (HC)  
Jim Sell (JS)

STAFF- Brigitte Shearer (BS)  
Mike Koenig (MK)

**CALL TO ORDER**

The meeting was called to order at 7:06 pm by Board Member MM

**REVIEW AND APPROVAL OF THE MINUTES**

None

**INTRODUCTION OF GUESTS**

Liesje Nicholas

**COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE**

Guest Liesje Nicolas requested more sand be added to the playground sandbox.  
(Update: This will occur within the next 2 weeks)

**MANAGER'S REPORT**

A. Programming –

- a. ASP – ASP has reached its revenue goals for this FY. Summer camp is 86% full. Summer staff is being finalized. A ½-day ASP program for Kindergarteners is being offered to waitlisted families as a childcare option.
- b. EEC – Graduation is happening on June 26. A new EEC teacher has been hired. The recent Yelp review and HRD's response was discussed.
- c. Pool – The pool is ramping up for summer. To train new swim instructors, free swim lessons are being offered on June 20<sup>th</sup>.
- d. Seasonal –expenses were a bit higher this year. In some cases, contractors were paid a guaranteed minimum even if enrollment was below that minimum to ensure the class ran as scheduled. This allows us to maintain strong relationships with high quality contractors. This summer will include 2 Community movie nights and the Summer Concert will be in September.

- B. Facilities & Grounds – The Rec has received a proposal from BKF engineering to advise on open space land matters, specifically behind Tarrytown. The Rec will also be conducting discussions with the County before proceeding with any proposal.
- C. Administration – The Rec is submitting a Hazardous Material Business Plan to the County as required. July 3<sup>rd</sup> and 4<sup>th</sup> preparations are underway. All Staff Training was held on June 8<sup>th</sup>. 65 staff attended and CalFire provided lunch. This is a valuable event for staff unity and to review important safety and procedural matters. The Board will be updating their Ethics Training certifications in the coming months as required.

### **COMMITTEE REPORTS**

- A. Ad hoc Personnel Committee – the Committee met on May 29 and discussed many topics. 2 new positions have been approved: Recreation Coordinator and EEC Coordinator. These positions will be filled shortly. The GM review process was discussed. A questionnaire will be sent to all Board Members and staff.
- B. Ad Hoc Finance Committee – The committee met on May 29. The committee supported the recommendations made by the Personnel Committee regarding additional staff. The proposed budget is delayed until year end numbers are available.

### **FINANCIAL REPORT**

The Rec. is 10 months into its fiscal year, or 83% into its budget year. The Board reviewed the financial reports.

### **UNFINISHED BUSINESS**

- A. Gym Ceiling Update – Skylights will not be added to the ceiling. Low cost acoustical solutions will be tested. Title 24 lighting requirements will need to be considered if we upgrade any lighting. We are obtaining one additional quote for windows.
- B. GM Performance Review – This matter was discussed by the Ad hoc Personnel Committee.

### **NEW BUSINESS**

- A. Grand Jury Report: The HRD draft response has been prepared and is being reviewed by Counsel. Recommended changes to the HRD website will be completed by June 30.
- B. UPCOMING MEETINGS: JULY 8, AUGUST 12

### **PAYMENT OF THE BILLS**

Bills were passed for the Board's review and signatures. Board Member PM's question was addressed. Board Member JA made a motion to pay the bills (PM second) and the motion passed. JS: Absent, HC: Absent, PM: Yes, MM: Yes; JA: Yes.

Continued

## **ADJOURNMENT**

Board Member JA made a motion to adjourn the meeting (PM second) and the motion was passed. JS: Absent, HC: Absent, PM: Yes, MM: Yes; JA: Yes. The meeting was adjourned at 8:00 pm.

Respectfully submitted,

Brigitte Shearer  
Board Secretary